**WEST POINT CONSOLIDATED SCHOOL DISTRICT**

**FIXED ASSET TRANSFER FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Prepared By |  | Date |  | Location |  |

Please refer to your Fixed Asset Reports to complete the following information.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **(1) Identifying Tag Number** |  | **\*(2) Type** |  | **(3) Item #** |  |

|  |  |
| --- | --- |
| **(4) Description of Item** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| (5) Manufacturer |  | Model # |  | (5) Serial # |  |

|  |  |  |  |
| --- | --- | --- | --- |
| (7) Quantity |  | (8) Funding Source |  |

|  |  |  |  |
| --- | --- | --- | --- |
| (9) Acquisition Date |  | (10) Acquisition Cost |  |

|  |  |  |  |
| --- | --- | --- | --- |
| From Location |  | Room |  |

|  |  |  |  |
| --- | --- | --- | --- |
| To Location |  | Room |  |

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Transferring Principal/Department Head**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Receiving Principal/Department Head**

**------------------------------------------------------------------------------------------------------------------------------------**

**\* (2) Type: A – TV,VCR, Cassette Player, etc. B – Building C – Computer Equipment**

**F – Furniture and Fixtures V – Vehicles M – Musical Instruments**

**(8) Funding Source: Complete if using restricted funds – Vo-Tech, Title I or II, etc**

**------------------------------------------------------------------------------------------------------------------------------------**

**Central Office Use Only: Entered Into the Computer By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Entered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**